



Procurement and Contracts  
Texas SmartBuy PO # 23095384  
Business Unit # 320AD  
Purchase Order # 23-0002643

Page: 1 of 4

Payment Terms: N/A Freight Terms: N/A Ship Via: N/A PCC: X Date: 02/15/23 PO Method: DG Dispatch: Dispatch Rev Dt: Via Print

PLEASE NOTE: ADDITIONAL TERMS AND CONDITIONS MAY BE LISTED AT THE END OF THE PURCHASE ORDER.

Vendor: STAPLES PRINT SOLUTIONS  
STAPLES CONTRACT & COMMERCIAL LLC  
DBA STAPLES BUSINESS ADVANTAGE  
PO BOX 660409  
DALLAS TX 75266-0409  
United States

Ship To: Texas Workforce Commission  
3555 TIMMONS LN STE 790  
HOUSTON TX 77027-6466  
United States

Vendor ID: 1043390816

Purchaser: Delight K Dehorty  
Phone: (737) 249-0658  
Fax:  
Email: delight.dehorty@twc.texas.gov

Bill To: APPO@twc.texas.gov or  
Texas Workforce Commission  
101 E 15TH ST  
RM 470  
AUSTIN TX 78778-0001  
United States

TWC Prefers Electronic Submission

PO Information:  
TXMAS-20-7502

TWC POC:  
Nedra Zeno  
nedra.zeno@twc.texas.gov  
832-681-2690

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	811132 Part #811132 - Tops White Notepads 8.5 x 11.75 Legal - Ruled	615/62	5.0000	DOZ	\$38.42000	\$192.10	02/27/2023
						Schedule Total	\$192.10
				ReqID:			
				0000041177			
						Item Total for Line # 1	\$192.10

Authorized Signature

*Sonya Bebley, CTCD, CTCM*

Sonya Bebley, CTCD, CTCM

02/15/2023



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	378554 Part #378554 - Mead Spiral 1- Subject Notebook 8 x 10.5	615/62	20.0000	EA	\$1.81000	\$36.20	02/27/2023
						Schedule Total	\$36.20
						ReqID: 0000041177	
						Item Total for Line # 2	\$36.20
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	784559 Part #784559 - Pendaflex 5- Tab Hanging file Folders Letter Size Multicolor	615/43	3.0000	BOX	\$18.12000	\$54.36	02/27/2023
						Schedule Total	\$54.36
						ReqID: 0000041177	
						Item Total for Line # 3	\$54.36
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
4-1	806462 Part #806462 - Pendaflex Hanging Folder Tabs	615/43	2.0000	PAK	\$3.96000	\$7.92	02/27/2023
						Schedule Total	\$7.92
						ReqID: 0000041177	
						Item Total for Line # 4	\$7.92

Authorized Signature

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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
5-1	896475 Part #896475 - Pendaflex Tabs 1/5-Cut Clear	615/43	2.0000	PAK	\$3.42000	\$6.84	02/27/2023
						Schedule Total	\$6.84
						ReqID: 0000041177	
						Item Total for Line # 5	\$6.84
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
6-1	695032 Part #695032 - Fellowes Comb Binding Machine	700/10	1.0000	EA	\$80.45000	\$80.45	02/27/2023
						Schedule Total	\$80.45
						ReqID: 0000041177	
						Item Total for Line # 6	\$80.45
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
7-1	804686 Part #804686 - Fellowes Presentation Covers	615/31	1.0000	PAK	\$35.47000	\$35.47	02/27/2023
						Schedule Total	\$35.47
						ReqID: 0000041177	
						Item Total for Line # 7	\$35.47
						Total PO Amount	\$413.34
All Shipments, Shipping papers, invoices and correspondence must be identified with our Purchase Order Number. Over shipments will not be accepted unless authorized by Purchaser prior to Shipment.							

Authorized Signature

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**IMPORTANT CONDITIONS OF ORDER**

This will be your authority to deliver, in accordance with instructions above and the terms of any existing contract agreement, accepted informal bid or quotation, the articles or services listed below. Containers, invoices and correspondence relative to this order must bear the purchase order number. Unless otherwise stipulated, freight charges are included in the unit price. If we previously agreed to pay transportation charges, shipments are to be made prepaid FOB destination and charges added to the invoice.

- \* PAYMENT cannot be made until ALL items on this order are received, inspected and accepted unless we previously agreed to a partial payment.
- \* ALL Invoices MUST match this PO by Line Number, Description, Quantity, Amount and include Delivery Date for Prompt Payment.
- \* Purchase subject to TWC Terms and Conditions (Attachment I).

The State of Texas is exempt from all Federal Excise Taxes.  
Tax Exempt ID -742764775.

STATE and CITY SALES TAX EXEMPTION CERTIFICATE: The undersigned claims an exemption from taxes under Texas Tax Code, Section 151.309(4), for purchase of tangible personal property described on this numbered order, purchased from contractor and/or shipper listed above, as this property is being secured for the exclusive use of the State of Texas.

**Authorized Signature**

*Sonya Bebley, CTCD, CTCM*

Sonya Bebley, CTCD, CTCM

**02/15/2023**